

Carey, Sheila

From: McFadden, Elizabeth
Sent: December 22, 2004 6:47 PM
To: Wade, Maria; Gregory, Wava; Vogel, Jonathan; Rodriguez, Blanca; Griffin, Charlesetta; Harding, Natasha; Carey, Sheila; Howard, Khriiss; McGrath, Jack; Saunders, Azalea
Cc: Egan, Amy; Smith, Edward; Fuller, Carole
Subject: FW: Review and Clearance - AN - FY 2005 - National Clearinghouse

This is a reminder to provide Carole Fuller and me with your comments on the attached application notice.

Thank you.

Elizabeth McFadden

-----Original Message-----

From: Fuller, Carole
Sent: Monday, December 13, 2004 9:09 AM
To: Carey, Sheila; Harding, Natasha; Howard, Khriiss; Jones, C. Todd; March, Greg; McFadden, Elizabeth; McGrath, Jack; Miller, Meredith; Rudolph, Kim; Saunders, Azalea; Vogel, Jonathan; Wade, Maria; Winters, Deborah; Wolfe, Christine
Cc: Gregory, Wava; Rosen, Jeff; Smith, Edward; Friday, Melzetta
Subject: Review and Clearance - AN - FY 2005 - National Clearinghouse

Attached are the clearance sheet and the Application Notice for FY 2005 for Rehabilitation Training -- National Clearinghouse of Rehabilitation Training Materials (RSA/OSERS) - 84.275A.



385N7-2.doc



1 - AN - Nat'l
Clearinghouse '...

Since I will be away from the office, please send your clearances and comments to me AND to Elizabeth McFadden, Assistant General Counsel for Regulations (6E227 FB-6).

Please review the attached application notice and return your clearance sheet with your comments, if any, or e-mail your response and any comments **to me and to Elizabeth McFadden** by December 22, 2004.

Thank you,

Carole Fuller
6E206 FB-6
401-6332

1820-0018
Appr
Expires 2/28/07

APPLICATION NOTICE
REGULATIONS CLEARANCE SHEET
OFFICE OF THE GENERAL COUNSEL
DIVISION OF REGULATORY SERVICES (DRS)

DRAFT NO: 1

DATE: December 13, 2004

Please review the attached document, check the appropriate box below, sign, and return with your comments, if any, or e-mail your response and any comments to **Carole Fuller and Elizabeth McFadden** by the due date.

____ Ex. Sec. (Deborah Winters) 7C100
FB-6

____ ODS (C. Todd Jones) 7W206 FB-6

____ OUS (Meredith Miller) 7E320 FB-6

____ OUS (Christine Wolfe) 7E310 FB-6

____ Budget Service (Maria Wade) 5W311 FB-6

____ PPSS (Azalea Saunders) 6W224 FB-6

____ Deputy General Counsel for
Postsecondary & Regulatory Service
(Jonathan Vogel) 6E339 FB-6

____ Assistant General Counsel for
Regulations (Elizabeth McFadden) 6E227
FB-6

____ Program Attorney Jeff Rosen
Room 6E202 FB-6
Telephone 401-8316

____ OCFO (Blanca Rodriguez, Charlesetta
Griffin, Natasha Harding, GPOS), 3652
ROB-3)

____ IMG (Sheila Carey, Kim Rudolph) 4050
ROB-3

____ Khris Howard, 4E255 FB-6 (e-Application
language)

____ Legislation & Congressional Affairs
(Jack McGrath) 6W332 FB-6

____ OSERS (Greg March) 5095 Potomac
Center Plaza

____ Wava Gregory, 5W117 FB-6

Program Contact: Edward R. Smith

Program Scheduler: Melzetta Friday

Check one:

- ☒ Approved
- ☒ Approved subject to minor changes noted.
- ☐ Not approved -- see comments.

TYPE AND TITLE Application Notice - FY 2005 - Rehabilitation Training -- National
DOCUMENT

Clearinghouse of Rehabilitation Training Materials

RETURN TO: Carole L. Fuller
(inbox - Room 6E217 FB-6 or
office - Room 6E206 FB-6)

DUE DATE: December 22, 2004

SIGNATURE: Shel. Carey

DATE: 12/23/04

NOTE: _____

computer i.d. #52 - 385N7-2

CFDA Nos 84.275A

4000-01-U

DEPARTMENT OF EDUCATION

Office of Special Education and Rehabilitative Services

Overview Information

Rehabilitation Training Special Programs: National Clearinghouse
of Rehabilitation Training Materials

Notice inviting applications for new awards for fiscal year
(FY) 2005.

Catalog of Federal Domestic Assistance (CFDA) Number:

84.275A

Dates:

Applications Available: (INSERT DATE OF PUBLICATION IN THE
FEDERAL REGISTER).

Deadline for Transmittal of Applications: (INSERT 30 DAYS
AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER).

Deadline for Intergovernmental Review: (INSERT 90 DAYS
AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER).

Eligible Applicants: States and public or nonprofit
agencies and organizations, including Indian tribes and
institutions of higher education, are eligible for
assistance under the Rehabilitation Training program.

Estimated Available Funds: The Administration has
requested \$38,800,000 for the Rehabilitation Training
program for FY 2005, of which an estimated \$300,000 would

be allocated for this competition. The actual level of funding, if any, depends on final congressional action. However, we are inviting applications to allow enough time to complete the grant process if Congress appropriates funds for this program.

Funds under this competition will be used to support projects in FY 2005.

Estimated Range of Awards: \$275,000 - \$300,000.

Estimated Average Size of Awards: \$300,000.

Estimated Number of Awards: 1.

Note: The Department is not bound by any estimates in this notice.

Project Period: Up to 60 months.

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The Rehabilitation Training program supports projects to ensure skilled personnel are available to provide rehabilitation services to individuals with disabilities through vocational, medical, social, and psychological rehabilitation programs, through supported employment programs, through independent living services programs, and through client assistance programs. The program supports projects to maintain and upgrade basic skills and knowledge of personnel employed to provide

state-of-the-art service delivery system and rehabilitation technology services.

Priority: This priority is from the notice of final priorities for this program, published in the Federal Register on December 5, 1994 (59 FR 62502).

Absolute Priority: For FY 2005, this priority is an absolute priority. Under 34.105(c)(3), we consider only applications that meet this priority.

These priorities are:

The project must--

- Demonstrate experience and capacity to provide for a National Clearinghouse of Rehabilitation Training Materials,

- Identify and gather rehabilitation information and training materials for use in preparing pre-service and in-service education and training for rehabilitation personnel;

- Disseminate, in a cost-effective manner, rehabilitation information and state-of-the-art training materials and methods to rehabilitation personnel to assist them in achieving improved outcomes in vocational rehabilitation, supported employment, and independent living; and,

- Provide linkages and policies for the exchange of information and referral of inquiries with other existing clearinghouses and information centers supported by the U.S. Department of Education, including the Education Resources Information Center and the National Rehabilitation Information Center.

Under 34 CFR 75.105(c)(3), we consider only applications that meet the priority.

Program Authority: 29 U.S.C. 772, unless otherwise noted.

Applicable Regulations: (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77, 79, 80, 81, 82, 85, and 86; and (b) The regulations for this program in 34 CFR part 385.

Note: The regulations in 34 CFR part 385 all apply to this program with the exception of §385.31.

II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: The Administration has requested \$38,800,000 for the Rehabilitation Training program for FY 2005, of which an estimated \$300,000 would be allocated for this competition. The actual levels of funding, if any, depend on final Congressional action.

Estimated Range of Awards: \$275,000 - \$300,000.

Estimated Average Size of Awards: \$300,000.

Estimated Number of Awards: 1.

III. Eligibility Information

1. Eligible Applicants: States and public or nonprofit agencies and organizations, including Indian tribes and institutions of higher education, are eligible for assistance under the Rehabilitation Training program.

2. Cost Sharing or Matching: Cost sharing of at least ten percent of the total cost of the project is required of grantees under the Rehabilitation Training Program pursuant to 34 CFR 386.30. Under 34 CFR 75.562 (c), an indirect cost reimbursement on a training grant is limited to the recipient's actual indirect costs, as determined by its negotiated indirect cost rate agreement, or 8 percent of a modified total direct cost base, whichever amount is less.

Note: Under 34 CFR 75.562(c)(3) Indirect costs in excess of the 8 percent limit may not be charged directly, used to satisfy matching or cost-sharing requirements, or charged to another Federal award.

IV. Application and Submission Information

1. Address to Request Application Package: Education Publications Center (ED Pubs), P.O. Box 1398, Jessup, MD 20794-1398. Telephone (toll free): 1-877-433-7827. FAX:

(301) 470-1244. If you use a telecommunications device for the deaf (TDD), you may call (toll free): 1-877-576-7734.

You may also contact ED Pubs at its Web site: www.ed.gov/pubs/edpubs.html or you may contact ED Pubs at its e-mail address: edpubs@inet.ed.gov

If you request an application from ED Pubs, be sure to identify this competition as follows: CFDA number 84.275A.

Individuals with disabilities may obtain a copy of the application package in an alternative format (e.g., Braille, large print, audiotape, or computer diskette) by contacting the Grants and Contracts Services Team, U. S. Department of Education, 400 Maryland Avenue SW., room 5075, Potomac Center Plaza Building, Washington, DC 20202-2550. Telephone: (202) 245-7363. If you use a telecommunications device for the deaf (TDD), you may call the Federal Information Relay Service (FIRS) at 1-800-877-8339.

2. Content and Form of Application Submission:

Requirements concerning the content of an application, together with the forms you must submit, are in the application package for this program competition.

Part III of the application, the application narrative, is where you, the applicant, address the selection criteria

that reviewers use to evaluate your application. You must limit Part III to the equivalent of no more than 50 pages, using the following standards:

- A "page" is 8.5" x 11," on one side only, with 1" margins at the top, bottom, and both sides.
- Double space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs.
- Use a font that is either 12-point or larger or no smaller than 10 pitch (characters per inch).

The page limit does not apply to Part I, the cover sheet; Part II, the budget section, including the narrative budget justification; Part IV, the assurances and certifications; or the one-page abstract, the resumes, the bibliography, or the letters of support. However, you must include all of the application narrative in Part III.

We will reject your application if--

- You apply these standards and exceed the page limit; or
- You apply other standards and exceed the 50-page limit in Part III of the application narrative.

3. Submission Dates and Times:

Applications Available: (INSERT DATE OF PUBLICATION IN THE FEDERAL REGISTER).

Deadline for Transmittal of Applications: (INSERT DATE 30 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER).

Applications for grants under this competition must be submitted electronically using the Electronic Grant Application System (e-Application) available through the Department's e-GRANTS system. For information (including dates and times) about how to submit your application electronically, please refer to section IV. 6. Other Submission Requirements in this notice.

We will not consider an application that does not comply with the deadline requirements.

Deadline for Intergovernmental Review: (INSERT 90 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER).

4. Intergovernmental Review: This program is subject to Executive Order 12372 and the regulations in 34 CFR part 79. Information about Intergovernmental Review of Federal Programs under Executive Order 12372 is in the application package for this competition.

5. Funding Restrictions: None.

6. Other Submission Requirements: Applications for grants under this program [competition] must be submitted

electronically, unless you request a waiver of this requirement in accordance with the instructions in this section.

a. Electronic Submission of Applications.

Applications for grants under the Rehabilitation Training Special Programs: National Clearinghouse of Rehabilitation Training Materials CFDA Number 84.275A must be submitted electronically using e-Application available through the Department's e-Grants system, accessible through the e-Grants portal page at: <http://e-grants.ed.gov>.

If you are unable to submit an application through the e-Grants system, you may submit a written request for a waiver of the electronic submission requirement. In your request, you should explain the reason or reasons that prevent you from using the Internet to submit your application. Address your request to: Edward. R. Smith, U.S. Department of Education, 400 Maryland Avenue, SW., room 5027, Potomac Center Plaza, Washington, DC 20202-2800. Please submit your request no later than two weeks before the application deadline date. Your paper application must be submitted in accordance with the mail or hand delivery instructions described in this notice.

If, within two weeks of the application deadline date, including on the application deadline date itself, you are unable to submit an application electronically, you must submit a paper application in accordance with the mail or hand delivery instructions described in this notice. The paper application must include a written request for a waiver documenting the reasons that prevented you from using the Internet to submit your application electronically.

While completing your electronic application, you will be entering data online that will be saved into a database. You may not e-mail an electronic copy of a grant application to us.

Please note the following:

- You must complete the electronic submission of your grant application by 4:30 p.m., Washington, DC time, on the application deadline date. The e-Application system will not accept an application for this competition after 4:30 p.m., Washington, DC time on the application deadline date. Therefore, we strongly recommend that you do not wait until the application deadline date to begin the application process.
- The regular hours of operation of the e-Grants Web site are 6:00 a.m. Monday until 7:00 p.m. Wednesday; and

6:00 a.m. Thursday until midnight Saturday, Washington, DC time. Please note that the system is unavailable on Sundays, and after 7:00 p.m. on Wednesdays for maintenance, Washington, DC time. Any modifications to these hours are posted on the e-Grants Web site.

- You will not receive additional point value because you submit your application in electronic format, nor will we penalize you if you submit your application in paper format.

- You must submit all documents electronically, including the Application for Federal Education Assistance (ED 424), Budget Information--Non-Construction Programs (ED 524), and all necessary assurances and certifications.

- Your e-Application must comply with any page limit requirements described in this notice.

- Prior to submitting your electronic application, you may wish to print a copy of it for your records.

- After you electronically submit your application, you will receive an automatic acknowledgement, which will include a PR/Award number (an identifying number unique to your application).

- Within three working days after submitting your electronic application, fax a signed copy of the Application for Federal Education Assistance (ED 424) to the Application Control Center after following these steps:

1. Print ED 424 from e-Application.
2. The applicant's Authorizing Representative must sign this form.
3. Place the PR/Award number in the upper right hand corner of the hard copy signature page of the ED 424.
4. Fax the signed ED 424 to the Application Control Center at (202) 245-6272.

- We may request that you give us original signatures on other forms at a later date.

Application Deadline Date Extension in Case of System

Unavailability: If you are prevented from submitting your application on the application deadline date because the e-Application system is unavailable, we will grant you an extension of one business day in order to transmit your application electronically, by mail, or by hand delivery. We will grant this extension if--

1. You are a registered user of e-Application and you have initiated an e-Application for this competition; and
2. (a) The e-Application system is unavailable for 60 minutes or more between the hours of 8:30 a.m. and 3:30

p.m., Washington, DC time on the application deadline date;
or

(b) The e-Application system is unavailable for any period of time between 3:30 p.m. and 4:30 p.m., Washington, DC time on the application deadline date.

We must acknowledge and confirm these periods of unavailability before granting you an extension. To request this extension or to confirm our acknowledgement of any system unavailability, you may contact either (1) the person listed elsewhere in this notice under For Further Information Contact (see VII. Agency Contact) or (2) the e-Grants help desk at 1-888-336-8930. If the system is down and therefore the application is extended, an e-mail will be sent to all registered users who have initiated an e-Application.

Extensions referred to in this section apply only to the unavailability of the Department's e-Application system. If the e-Application system is available, and, for any reason, you are unable to submit your application electronically or you do not receive an automatic acknowledgment of your submission, you may submit your application in paper format by mail or by hand delivery in accordance with the instructions in this notice.

b. Submission of Paper Applications By Mail.

If you submit your application in paper format by mail (through the U.S. Postal Service or a commercial carrier), you must send the original and two copies of your application on or before the application deadline date to the following address:

By mail through the U.S. Postal Service:

U.S. Department of Education
Application Control Center
Attention: CFDA Number 84. 275A
400 Maryland Avenue, SW.
Washington, DC 20202-4260

or

By mail through a commercial carrier:

U.S. Department of Education
Application Control Center – Stop 4260
Attention: CFDA Number: 275A
7100 Old Landover Road
Landover, MD 20785-1506

You must show proof of mailing consisting of one of the following:

1. A legibly dated U.S. Postal Service postmark;
2. A legible mail receipt with the date of mailing stamped by the U.S. Postal Service;
3. A dated shipping label, invoice, or receipt from a commercial carrier; or
4. Any other proof of mailing acceptable to the U.S. Secretary of Education.

If you mail your application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

1. A private metered postmark, or
2. A mail receipt that is not dated by the U.S. Postal Service.

If your application is postmarked after the application deadline date, we will not consider your application.

Note: Applicants should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

c. Submission of Paper Applications by Hand Delivery.

If you submit your application in paper format by hand delivery, you (or a courier service) must deliver the original and two copies of your application on, or before the application deadline date, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: CFDA Number 84.275A
550 12th Street, SW.
Room 7041, Potomac Center Plaza
Washington, DC 20202-4260

The Application Control Center accepts hand deliveries daily between 8:00 a.m. and 4:30 p.m., Washington, DC time, except Saturdays, Sundays, and Federal holidays.

Note for Mail or Hand Delivery of Paper Applications: If you mail or hand deliver your application to the Department:

1. You must indicate on the envelope and--if not provided by the Department--in Item 4 of the Application for Federal Education Assistance (ED 424) the CFDA number - and suffix letter, if any - of the competition under which you are submitting your application.

2. The Application Control Center will mail a Grant Application Receipt Acknowledgment to you. If you do not receive the notification of application receipt within 15 days from the mailing of your application, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

V. Application Review Information

1. Selection Criteria: The selection criteria for this competition are in 34 CFR 75.201 and 34 CFR 75.210 and the application package.

2. Review and Selection Process: Additional factors we consider in selecting an application for an award are the geographical distribution of projects in each

Rehabilitation Training Program category in the country [in 34 CFR 385.33 (a)]; and, the past performance of the applicant in carrying out similar training activities under previously awarded grants, as indicated by such factors as compliance with grant conditions, soundness of programmatic and financial management practices and attainment of established project objectives in 34 CFR 385.33 (b).

VI. Award Administration Information

1. Award Notices: If your application is successful, we notify your U.S. Representative and U.S. Senators and send you a Grant Award Notification (GAN). We may also notify you informally.

If your application is not evaluated or not selected for funding, we notify you.

2. Administrative and National Policy Requirements: We identify administrative and national policy requirements in the application package and reference these and other requirements in the Applicable Regulations section of this notice.

We reference the regulations outlining the terms and conditions of an award in the Applicable Regulations section of this notice and include these and other specific conditions in the GAN. The GAN also incorporates your

approved application as part of your binding commitments under the grant.

3. Reporting: At the end of your project, you must submit a final performance report, including financial information, as directed by the Secretary. If you receive a multi-year award, you must submit an annual performance report that provides the most current performance and financial expenditure information as specified by the Secretary in 34 CFR 75.118.

4. Performance Measures: The Government Performance and Results Act (GPRA) of 1993 directs Federal departments and agencies to improve the effectiveness of their programs by engaging in strategic planning, setting outcome-related goals for programs, and measuring program results against those goals. The goals of this project are:

1. To identify and gather rehabilitation information and training materials for use in preparing pre-service and post-employment education and training for rehabilitation and

2. To disseminate, cost effectively, rehabilitation information and training materials for use in preparing pre-service and post-employment training for rehabilitation personnel and users.

To achieve these goals the applicants are required to address the following objectives:

1. Increase the collection of training materials by 20 percent per year of funding.

2. Promote access of rehabilitation training resources developed by the National Institute on Disability and Rehabilitation Research, the Office of Special Education Programs, Educational Resources Information Center (ERIC) and other sponsored projects in addition to RSA sources.

3. Promote online computer services that allow users easy and convenient access to the National Clearinghouse of Rehabilitation Training Materials' holdings using the World Wide Web.

4. Improve organization, storage, retrieval, and circulation of the materials collection of documents and audiovisual resources through electronic catalogs and inventory systems.

5. Continue providing copies of resources within 24 to 48 hours of receiving a request.

6. To facilitate the recruitment of qualified rehabilitation personnel in the public vocational rehabilitation program via a job bank for rehabilitation professionals on the World Wide Web. Program officials

must develop performance measures for all of their grant programs to assess their performance and effectiveness.

Grantees must provide both report quarterly and annually on the above goals and objectives.

VII. Agency Contact

For Further Information Contact: Edward Smith, U.S.

Department of Education, 400 Maryland Avenue, SW., Room 5027, Potomac Center Plaza, Washington, DC 20202-2800.

Telephone: (202) 245-7602.

If you use a telecommunications device for the deaf (TDD), you may call the Federal Information Relay Service (FIRS) at 1-800-877-8339.

Individuals with disabilities may obtain this document in an alternative format (e.g., Braille, large print, audiotape, or computer diskette) on request to the program contact person listed in this section.

VIII. Other Information

Electronic Access to This Document: You may view this document, as well as all other documents of this Department published in the Federal Register, in text or Adobe Portable Document Format (PDF) on the Internet at the following site: www.ed.gov/news/fedregister

To use PDF you must have Adobe Acrobat Reader, which is available free at this site. If you have questions about using PDF, call the U.S. Government Printing Office (GPO), toll free, at 1-888-293-6498; or in the Washington, DC, area at (202)512-1530.

Note: The official version of this document is the document published in the Federal Register. Free Internet access to the official edition of the Federal Register and the Code of Federal Regulations is available on GPO Access at: www.gpoaccess.gov/nara/index.html

Dated:

John H. Hager,
Assistant Secretary for Special
Education and Rehabilitative
Services.